

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 1

1. **GOVERNING PRINCIPLES** - [Administrative Regulation \(AR\) 2.62, Work Notices for Outside Employment](#), governs all off-duty work by all City employees.

- A. Working off-duty is a privilege extended by the Department, not a right of employment.
- B. Department employees working off-duty **will** be subject to the same rules and regulations governing on-duty conduct.
- C. Off-duty employment **will not** be allowed to interfere with the employee's performance or responsibilities to the Department.
- D. All requests for off-duty officers will be referred to the Off-Duty Work Detail (ODWD) at offdutydetail.ppd@phoenix.gov or 602-262-7323.
 - Solicitation of off-duty work by employees is prohibited.

2. **DEFINITIONS**

A. Off-Duty Work	Any job worked by an officer/employee that is: • Compensated for and worked in the capacity of a police officer • If necessary, approved by the affected precinct commander or designee (see section 6.D for jobs requiring commander approval) • Given a job number by the ODWD • Assigned through a coordinator • For private individuals, companies, or schools (not paid by the City)
B. Coordinator	Any person who engages in the scheduling of other employees for off-duty work
C. Coordinator Fees	Any fee requested by an off-duty coordinator from an individual/business requesting to utilize Phoenix police officers for off-duty work. Fees paid are outside the scope of the regular negotiated hourly rate for off-duty work.
D. Recurring Job	Any job on a repetitive or rotating schedule that fits any of the following criteria: • A job that occurs at the same location • A job that occurs for the same employer • Is staffed by an off-duty officer at least two days per week on a continuous basis
E. Off-Duty Work Detail (ODWD)	The ODWD is responsible for the following: • Monitoring all off-duty work • Monitoring/coordinating extra-duty work • Receiving and recording off-duty work requests • Assigning coordinators to off-duty work requests • Maintaining all original paperwork for off-duty jobs
F. Extra-Duty Job	Any job worked for a non-police City department which is paid through City overtime on the employee's regular check; City departments include but are not limited to: • Streets and Transportation Department • Water Services Department • Parks and Recreation Department
G. Downtown Special Events Job	Special events occurring in the downtown area that are paid through City overtime on the employee's check; events include but are not limited to: • Arena @ 201 E Jefferson St • Stadium @ 401 E Jefferson St • Orpheum Theatre @ 203 W Adams St • Symphony Hall @ 203 W Adams St • Parades/Runs/Walks or other approved City sanctioned events * Coordinated through the Homeland Defense Bureau (HDB), Special Events and Planning Squad.
H. Off-Duty Work Solicitation	Any employee who seeks to obtain off-duty work from individuals or businesses without referring them to the ODWD

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 2

2. **DEFINITIONS** (continued)

I. Permanent Job	A job requiring off-duty work on a routine or semi-routine basis at the same location by the same employer. (Will be assigned a "P" job number by the ODWD)
J. School Safety Officer (SSO)	Any off-duty job where the officer is assigned to work at or respond to a school during normal school hours. (See Community Engagement Unit manual for additional SSO definition)
K. Off-duty Job Collision Report	Any off-duty, extra-duty, or special event job that starts or ends 15 minutes or less from the start or end of an employee's scheduled duty shift

3. **PROCEDURES FOR OBTAINING OFF-DUTY WORK**

A. Employees who wish to work off-duty jobs will do the following:

- Complete the Request for [Off-Duty/Extra-Duty Work and/or Coordinator Position Form 80-9D](#) and forward through the chain of command to the ODWD supervisor.
- Officers will include their serial number, N-days, work hours, desired work days, and contact phone numbers.

B. Assignment of Jobs - Officers will be assigned jobs by an approved coordinator.

- It is the coordinator's responsibility to only assign jobs from a list of Phoenix police officers who are approved to work and are on the eligibility list.
 - * The list of approved officers will be obtained from the ODWD or by accessing the [Off-Duty Authorized List](#).

C. Employees will not solicit businesses for off-duty work; businesses requesting an officer for off-duty work will be referred to the ODWD.

- Businesses may be advised they can request a specific officer/coordinator.

4. **OBTAINING COORDINATOR POSITIONS**

A. Employees who want to be coordinators for off-duty work will:

- Complete the Request to Work Off-Duty/Extra-Duty and/or Coordinator Position form and forward through the chain of command to the ODWD supervisor.
 - * Officers will include their serial number, N-days, work hours, desired work days, and contact phone numbers.

B. Assignment of Jobs - The ODWD will assign jobs received to the next coordinator on the list who's desired job days match the days of the job.

- (1) This procedure will be followed when a permanent coordinator is not already assigned to the job.
- (2) If an officer's desired job days change, the officer should notify the ODWD.
- (3) If the ODWD's attempts to contact the coordinator are unsuccessful, the job will be given to the next coordinator on the list.
- (4) Only an outside employer can request a specific officer be assigned as a temporary or permanent coordinator.
- (5) A current coordinator cannot hand-off their coordinator role for an off-duty job to another employee.

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 3

5. COORDINATOR RESPONSIBILITIES

A. General Responsibilities

- (1) Verify each Phoenix police officer working their off-duty job is on the authorized off-duty work list.
- (2) Coordinators will maintain a copy of the completed (and signed if applicable) below off-duty work related forms and the originals will be sent to the FMB:
 - [Off-Duty Work-Request for Marked Patrol Vehicle Form 80-33D](#)
 - [Use Agreement For Marked Patrol Vehicle Form 80-33DA](#)
 - [Marked Patrol Car Off-Duty Use Vehicle Log Form 80-54D](#)
 - * At the end of each month, the coordinator will be required to submit a [Monthly Billing for Off-Duty Use of City Owned Vehicle/s Form 80-44D](#) to FMB for each business that requested a marked patrol car.
 - * These records must be maintained for one year.
 - * Coordinator files are subject to inspection by the Department.
- (2) Coordinators will review the Off-Duty Scheduling System's "Error Records" report, located under the Administration section of the Off-Duty System. Coordinator's will review all jobs which they are responsible for coordinating on a weekly basis. If errors are located, they will be corrected by the coordinator.
 - (a) Coordinators found to not be reviewing and correcting error records are subject to suspension of their off-duty coordinator privileges.
- (3) Coordinators will not make any deductions from a Department employee's off-duty pay (to include hourly rate) or charge any fees to any employee.
 - (a) Payments to each employee and coordinator working off-duty, must be directly paid by the employer (or their 3rd party payroll provider) that has requested off-duty officer/s through the ODWD.
 - (b) Payroll for officer working off-duty cannot be processed through or by an off-duty coordinator or other organization outside the employer requesting the off-duty (except when processed by the off-duty employers regular 3rd party payroll provider).
- (4) Department coordinators scheduling traffic only off-duty jobs will only utilize authorized Phoenix police officers. Coordinators who are not Department employees, but are authorized Department vendors, will ensure they only schedule the following personnel for traffic jobs, as outlined in the City of Phoenix Barricade Manual:
 - Phoenix police officers
 - Maricopa County Sheriff deputies
 - Department of Public Safety (DPS) officers
- (5) Coordinators will not conduct off-duty work related activities while on-duty as a Department employee.
- (6) Police employees cannot be coordinators for City-paid jobs unless it is directly related to their full time job assignments/responsibilities.
- (7) Coordinators will notify their supervisor of any observations or reports of misconduct from officers working off-duty.

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 4

5. A. (8) Coordinators that are unable or unwilling to fulfill their role as the coordinator of a specific job can request reassignment of the job to another coordinator.

(a) If an off-duty employer feels the coordinator is not fulfilling their role as a coordinator, the employer may request the ODWD replace that coordinator. The off-duty employer will provide a summary of the request to the ODWD. The ODWD will present the request in a memo through their chain of command to the ODWD Commander for final review and decision whether to replace the coordinator.

(b) If an employer feels any Phoenix police officer selected by the job coordinator is not fulfilling the needs of the employer, they may request the coordinator replace the officers.

B. Permanent Coordinators

- (1) Permanent coordinators are in charge of off-duty jobs at their permanent job sites when hired by the site employer and will be assigned a permanent job number.
- (2) Any job request to the ODWD at an existing permanent job site without a specific officer being requested will be assigned to that job site's permanent coordinator.
- (3) Permanent coordinators must notify the ODWD via email (offdutydetail.ppd@phoenix.gov), whenever they desire to discontinue coordinating a permanent job.
- (4) Permanent coordinators will contact the ODWD to inform them of their retirement/separation date and the coordinated off-duty jobs.
- (5) Upon the retirement/resignation of an off-duty job permanent coordinator from department employment, the ODWD will reassign all jobs coordinated by that employee to the next authorized coordinator/s on the list unless the outside employer notifies the ODWD of a new requested coordinator.
- (6) Permanent coordinators are only allowed to be assigned as the coordinator for ten recurring off-duty jobs. Any request to coordinate additional off-duty jobs over the approved ten will be requested in a memo through the employee's chain of command with final approval with the employee's division chief.

C. Temporary Coordinators

- (1) Temporary coordinators will coordinate individual job sites on a temporary basis and will be assigned a temporary job number.
- (2) An officer coordinating a job at another officer's permanently assigned job site, will be issued a temporary job number and, as a courtesy, the officer (temporary coordinator) or ODWD should notify the permanent coordinator of the job.
- (3) Temporary coordinators are subject to the same rules and regulations that apply to permanent coordinators.

D. Coordinators Who Are Not Department Employees

- (1) Coordinators who are not Department employees and desire to utilize Phoenix Police employees, must become a registered vendor with the City's Equal Opportunity Department.
- (2) Once a registered vendor, the City's Equal Opportunity Department will notify the ODWD.

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 5

6. **JOB NUMBER REQUIREMENTS**

- A. All jobs, whether recurring or one-time events, require a job number to be assigned.
- B. When a job is requested and, if necessary, approved by the affected precinct commander, the ODWD will assign a permanent job number for a recurring job or a temporary job number for a one-time event (see section 6.D below for jobs requiring commander approval).
 - Job numbers will assist in identifying officers and coordinators for monitoring purposes.
- C. Once a job number has been assigned, the ODWD will provide the coordinator/officer with the job number and the following information:
 - Name of requesting company/party
 - Actual job site location, dates, days, and times
 - Type of job (security, traffic)
 - Number of expected patrons (security only)
 - Whether alcohol will be furnished to patrons
 - Number of officers requested
- D. **Job Approval**
 - (1) Prior approval from the affected precinct commander or designee will be required for certain jobs, to include but not limited to:
 - All locations where alcohol consumption will be present
 - Medical marijuana dispensaries
 - Any political related event
 - Any location where an officer has a residential interest in that location
 - Any event that may put the officer or public at a higher-than-normal safety risk
 - Jobs requiring officers to wear clothing other than the authorized Class B, C or Class D patrol uniforms require the approval of the Patrol Division Chief, or their designee (see section 13.H of this order).
 - (2) Any permanent job that changes the status of any of the below categories will need approval from the affected precinct commander or designee, prior to officers working the job:
 - Alcohol consumption is now present when none previously occurred
 - Number of expected patrons requires additional officer/s to be scheduled
 - (3) The Department retains the right to cancel a job for any site that:
 - Becomes a source of problems
 - Is a drain of on-duty personnel
 - Reflects negatively on the Department

7. **APPROVAL OF OFF-DUTY WORK**

- A. Employees wishing to work off duty, with or without compensation, must obtain supervisor approval, and submit a Request for Off-Duty/Extra-Duty Work and/or Coordinator Position (Form 80-9D) prior to working an off-duty job.
 - The Request for Off-Duty/Extra-Duty Work and/or Coordinator Position form must be signed by the employee's chain of command.

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 6

7. B. If there is not sufficient time to obtain written approval from the employee's chain of command, a temporary verbal authorization may be granted by the employee's immediate supervisor.
 - If the employee's immediate supervisor is not available, approval may be received from any on-duty bureau/precinct supervisor of equal or higher rank.
 - The employee will submit a Request for Off-Duty/Extra-Duty Work and/or Coordinator Position form at the beginning of the next shift.
- C. Use of excessive sick leave, tardiness, or the inability to adequately perform the essential functions of the employee's full-time job will be considered when reviewing a request for outside work.
- D. Supervisors will consider the best interests of the Department on all off-duty work requests.
- E. Supervisors will ensure employees will not work off-duty, extra-duty, or special event jobs that fall within 15 minutes of the start or end time of their regular scheduled shift without appropriate leave slips in place to account for any overlap in times.
8. **MOTION PICTURE INDUSTRY**
 - A. All off-duty jobs involving the motion picture industry must be coordinated through the City Motion Picture Office at 602-262-4850.
 - B. A designated Department coordinator schedules all off-duty work involving the motion picture industry.
9. **PROCEDURES FOR OBTAINING EXTRA-DUTY JOBS**
 - A. Employees who wish to work extra-duty jobs will do the following:
 - (1) Complete and forward the request for [Off-Duty/Extra-Duty Work and/or Coordinator Position](#)/Request for Off-duty Reinstatement Form 80-9D through the chain of command to the Off-Duty Work Detail supervisor requesting to be placed on the extra-duty job list.
 - The form will contain the employee's name, serial number, N-days, work hours, desired workdays, and contact phone numbers.
 - B. The Off-Duty Work Detail will assign jobs from a rotating list based on availability.
10. **SPECIAL EVENT JOBS**
 - A. **Obtaining Special Event Jobs**
 - (1) Employees seeking special event jobs must provide their name, serial number, email address, and contact phone numbers to the HDB, Special Events and Planning Squad via email at ppd.dou.scheduling@phoenix.gov.
 - (2) After the scheduling of DOU officers (Downtown Events) or Traffic Bureau Motors (Parades and Walks/Runs), open positions will be staffed on a first-come, first-serve basis using the approved Department scheduling application.
 - (3) Subordinate rank lists will be exhausted prior to assigning shifts to the next level supervisors.
 - B. **Canceling Special Event Jobs**
 - (1) If unable to work an assigned event, officers will send an email to ppd.dou.scheduling@phoenix.gov as soon as possible and at least 72 hours prior to the start of briefing.

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 7

10. C. Suspension/Revocation of Special Event Work Privileges

- (2) Late Cancellations: Employees who cancel less than 72 hours prior to the start of briefing three times within a six-month period may be subjected to suspension of special event work privileges for a 30-day period.
- (3) No-Call or No-Show: May result in a suspension of special event work privileges for a 30-day period. A second incident within a 12-month period may result in a suspension of special event work privileges for 12 consecutive months.
- (4) In cases of multiple violations, the HDB commander has the discretion to suspend or revoke an officer's privilege to work events based on the best interests of the Department.

NOTE: Suspensions will include the employee losing jobs previously assigned within their suspension period.

- D. If contact of an employee is unsuccessful (within 15 minutes), the job will be given to the next employee on the list and the unsuccessful contact will be placed on the bottom of the list (exigent circumstances may alter the 15 minute waiting period).
- E. Employees are responsible for the removal of their names from the extra duty/special event lists.

11. **OFF-DUTY/EXTRA-DUTY, SPECIAL EVENT WORK RESTRICTIONS**

- A. Employees will not work off-duty/extra-duty under the following circumstances:

- (1) Employees will not operate/manage, or have any ownership in any business, organization, or contracted service that employs Phoenix police officers to conduct or provide off-duty security or security response.

NOTE: This does not prevent an employee from acting as a designated Police Department off-duty job coordinator organizing the staffing of officers for off-duty jobs.

- (2) General Restrictions:

- Will not work more than one off-duty/extra-duty job at the same time
- Employees under internal investigation may have their privileges to work off-duty suspended for just cause.
- For private police or security agencies except in the sole capacity of traffic control
- For automobile towing, storage, or salvage businesses
- When the employer restricts the officer in any way from performing the duties of a police officer
 - * Officers will not enforce employer rules
 - * Officer will function only in a police capacity taking enforcement action on law violations
- When the employer is involved in labor or civil disputes
- Private investigative work, excluding employees who are properly licensed to work as accident re-constructionists/consultants and criminalists
- Outside the City limits in the capacity of a police officer without approval of an assistant chief
- At any location where the employer will not hire an adequate number of officers to handle the situation safely
- In any capacity for an establishment featuring a film rated "X"
- When an employee would be involved in pictures or advertisements endorsing commercial products while being identified as a Department employee

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 8

11. A. (2) General Restrictions: (continued)

- In a police capacity at a multi-housing complex or for an association where they live, or for other properties managed by the same company, such as apartments, condominiums, or homeowners' associations.
- For an unauthorized coordinator
- Reserve officers will not work off-duty in positions that are paid for by the City
- Employees will not work off-duty, extra-duty, or special event jobs that fall within 15 minutes of the start or end time of their scheduled shift without appropriate leave slips in place to account for any overlap in times.
- * Employees may work City paid extra-duty (overtime) jobs while on court stand-by and specialty assignment stand-by. If the employee is called in from stand-by, the extra-duty job pay will end and the employee will be paid for their call-out response. If the employee returns to their extra-duty job after call-out, their extra-duty (overtime) pay can not resume until their 3-hour minimum has elapsed.

B. Employees Working at Establishments Serving Liquor or Medical Marijuana

- (1) Officers will not routinely work inside bars, bar areas of restaurants, medical marijuana dispensaries, or other establishments.
 - They will limit their duties to outside the establishment or area, only entering when police action is required, after which they will return to outside the premises or area.
 - This policy is not intended to prevent officers from working inside pizza parlors, family restaurants, hotels, etc.
- (2) Officers will take enforcement action on all violations of State statutes and City codes as outlined in Department policies.
- (3) Officers will make every effort to prevent impaired individuals from driving a vehicle from the premises.
- (4) This policy is not intended to prevent officers from working for businesses whose sale of alcoholic beverages is only incidental to the business.

12. **SPECIFICATIONS FOR PROBATIONARY AND RESERVE EMPLOYEES**

A. Probationary Officers / Probationary Reserve Officers	May be permitted to work off-duty under the following conditions: • The officer has completed six months of probation and is solo-capable. • The officer has received an overall rating of "Met" on their six-month performance evaluation. • The officer is a lateral transfer from another agency and regardless of time on probation, has completed Field Training, and has their commander's approval. • The reserve officer is a career officer transitioning to reserve NOTE: The decision of the precinct commander to grant or deny permission for a probationary officer to work off-duty in a police capacity is final.
B. Reserve Officers	Reserve officers will be permitted to work off-duty for compensation after the Reserve Division Operations Supervisor has verified <u>all</u> the following conditions: • Must adhere to all Department regulations and policies • Must be solo qualified for at least 3 calendar months • Must be current with their reserve work hours (60 hours per calendar quarter) • Must follow same uniform and plain clothes requirements for off-duty as career officers

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 9

13. **RULES AND REGULATIONS GOVERNING OFF-DUTY WORK**

A. General Regulations

- (1) Coordinators will not hire a supervisor of a higher rank within their chain of command for off-duty jobs they oversee.
- (2) Sick leave may not be allowed for an absence as a result of an injury or occupational disease incurred while employed by someone other than the City as defined in [AR 2.62](#).
- (3) Industrial insurance provided as a condition of City employment may not cover an employee injured while working for an employer other than the City.
 - Employees injured while taking police enforcement action may be granted industrial insurance coverage only after review and approval by the City's industrial insurance carrier.
- (4) Officers working off-duty may want to consider obtaining false arrest insurance.
- (5) Officers will not engage in private contracts with businesses for off-duty work.
- (6) Officers will not accept favors or gratuities in return for off-duty work.
- (7) Officers will follow protocols as outlined in [Operations Orders 4.7.00, Rules and Regulations](#).

B. Off-Duty/Extra-Duty Log-in

- (1) Employees working off-duty will log in and log out for their off-duty job by notifying a radio information channel over the air, at the start/end of their off-duty shift. All officers will provide the following information:
 - Serial number, job number, location, hours, radio frequency or precinct monitored.
- (2) Employees who do not log in may be subject to suspension/revocation of off-duty work privileges.
 - A memorandum will be sent to the officer's commander noting the failure to call in for an off-duty job.
- (3) Employees needing information on off-duty/extra-duty logs for specific off-duty jobs, off-duty scheduling, error-logs, or collision reports can contact the ODWD or go to the Administrative Report center in the [Administrative Reports](#) section.
 - If information is needed for off-duty/extra-duty jobs and those employees currently working those jobs, a Communications Supervisor should be contacted.

C. Off-Duty Phoenix Police Security

- (1) All security assignments, such as security or driving for individuals, or celebrities, will be submitted to the executive staff and approved by the Police Chief prior to entering into any agreements or contracts to provide services.
 - (a) Each situation will be reviewed on a case-by-case basis.
 - (b) Employment for such situations requires following the same off-duty rules and registration procedures, such as routing through the off-duty coordinator supervisor and obtaining a job number, as any other off-duty assignment.

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 10

13. C. (2) Members of the Department, including volunteers, will not provide security services for individuals or companies whose general character does not reflect the best interests of the Department and/or City.

D. Staffing Guidelines for Off-Duty Jobs

(1) Required Number of Employees

(a) Officers	• There will be at least one off-duty officer for every 100 people at an event. • Exception to this ratio may be made by precinct commanders, or their designees, based on the nature of the event and/or the participants. • For special event liquor permit situations, the precinct commander and the Drug Enforcement Bureau (DEB) commander, or their designees, will confer and together determine the number of officers required.
(b) Sergeants	• There will be one off-duty sergeant for every four off-duty officers at an event. • Exceptions to this ratio may be made by the precinct commander based on the nature of the event and/or the participants.
(c) Lieutenants	• An off-duty lieutenant will be required at an event where three off-duty sergeants are working. • Exceptions may be made by a precinct commander.

- (2) Insufficient Staffing - Should an on-duty supervisor determine an event is inadequately staffed, the event organizer will be contacted and attempts will be made to obtain additional off-duty officers.

- (a) If the situation is critical, the on-duty supervisor may authorize the use of on-duty officers until the situation is stabilized.
- (b) If an organizer refuses to obtain a sufficient number of officers, a supervisor of the rank of lieutenant or higher may immediately cancel the use of off-duty officers.

E. Court Ordered Visitation Jobs - Employees who wish to work court-ordered visitation jobs must comply with the following (in addition to other requirements of this policy):

- (1) Indicate on their Off-Duty/Extra Duty Work and /or Coordinator Position form the original job site location and list "Court Ordered Visitation" in the duties/comments section.
- (2) Notify the precinct in which they are working.
- If the job site shifts to another precinct, that precinct will also be notified.
- (3) Obtain permission in advance from their assistant chief for job locations outside the City.

F. Enforcement Responsibilities of Off-Duty Jobs

(1) When working off-duty, officers:

- (a) Will take appropriate police action and complete all necessary reports for incidents occurring on their employer's property (except traffic accidents occurring on public streets at construction sites).

NOTE: Employees will complete an original IR when responding to a school where an officer from an outside agency is working off-duty as a School Safety Officer (SSO). See [Operations Order 5.7.00, Reports](#) for more information.

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 11

13. F. (1) (b) Will, when directed by an on-duty supervisor, assist with immediate investigative follow-up, paperwork, Incident Reports (IRs), and/or any other required tasks, such as blood draws or evidence recovery.

- On-duty supervisors will, if possible, utilize on-duty resources to limit the off-duty officer's involvement.

NOTE: If an IR or supplement related to enforcement action taken are needed, reports will be authored in accordance with [Operations Order 5.7.00, Reports](#).

- (2) If the incident requires initial investigation by a specialized detail, such as a homicide or traffic fatality, the assigned detail will take disposition.
- (3) When an off-duty officer responds to a situation other than the location of employment, disposition (including necessary reports) will be assumed by an on-duty officer.
- (4) The off-duty employee will immediately advise the on-duty supervisor assigned to the area in which the employee is working, of all exceptional incidents or problems encountered during the course of the officer's employment, such as a labor dispute or demonstration.
 - The on-duty supervisor will evaluate and determine if assignment of on-duty officers is required.

G. Overtime

- (1) While working off-duty in a police capacity, officers will not normally be entitled to overtime compensation for taking action on or off the off-duty employer's premises.
- (2) The duty commander or a bureau/precinct commander may authorize the placement of an off-duty officer to on-duty status.
- (3) Officers will not be entitled to concurrent compensation from the off-duty employer while working in on-duty status.

H. Uniforms

- (1) Employees working off-duty/extra-duty will **only** wear the authorized class B, C, or D, uniform appropriate for the time of year or the designated optional SRO/SSO uniform worn only while working in an SRO/SSO capacity at an approved school or school event.
- (2) Exceptions requiring clothing other than an authorized police uniform will require the approval of the Patrol Division Chief. The reason for the exemption will be fully explained in a memorandum. Once the request is either approved or denied a copy of the memorandum will be forwarded to the ODWD to allow updating of the ODWD job requirements database.

EXCEPTION: Employees working off-duty security jobs at locations that specialize in the sale of consumer goods and who are involved in loss prevention activities must wear the authorized police uniform unless the wearing of plainclothes is approved by the Patrol Division Chief or designee.

- (3) Employees who do not meet grooming standards outlined in these orders will not be permitted to work in an off-duty capacity.

I. Use of Departmental Equipment for Off-Duty Work

- (1) Portable Radios - Portable radios will be required for all officers working off-duty.

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 12

13. I. (1) (a) Officers working off-duty in a police capacity are required to monitor the radio frequency covering the precinct where the off-duty job is located.
- (b) Officers may use talk channels to communicate with other off-duty officers working the same event so long as one officer monitors the radio frequency covering the precinct where the off-duty job is located.
- (2) Body-Worn Cameras (BWC) - BWCs will be required for all officers working off-duty.
 - (a) Officers will use the BWCs as outlined in [Ops 5.1.00, section.4.C](#) while working off-duty.
- (3) Use of Police Equipment for Motion Picture Productions
 - (a) The Homeland Defense Bureau (HDB) commander or designee may approve the use of City equipment that is assigned to a specific officer: for example, a motor officer's assigned motorcycle, at the time assignments are made.
 - (b) The HDB commander, or designee, is responsible for locating special equipment, such as wagons or cars, and approving its use.
 - The City motion picture coordinator will contact the HDB commander during normal business hours to make arrangements for using City equipment.
 - The HDB commander will advise the City motion picture coordinator's office regarding who to contact during non-business hours for acquiring and approving the use of City equipment.
 - (c) A standard rate for equipment will be maintained by the Fiscal Management Bureau (FMB).
 - Officers working with City equipment will be required to record and report the mileage to the motion picture coordinator.
 - The motion picture coordinator will bill the company for mileage and daily rates.
- (4) Use of Marked Patrol Cars
 - (a) Businesses who request a marked patrol vehicle for off-duty work will be advised of the cost for using a City-owned vehicle (see the [Off-Duty Work: Request for Marked Patrol Vehicle Form 80-33D](#)).
 - (b) The coordinator will:
 - Ensure the business fills out and signs a [Use Agreement for Marked Patrol Vehicle Form 80-33DA](#) available online at www.phoenix.gov/police.
 - Complete and sign the Off-Duty Work: Request for Marked Patrol form.
 - Forward the completed and signed Off-Duty Work: Request for Marked Patrol Vehicle Form to the affected precinct commander for approval.
 - Once approved and signed by the affected precinct commander, the original will be forwarded to the FMB.
 - Once a signed Use Agreement for Marked Patrol Vehicle form is on file with the Department, verbal permission from the precinct commander may be given for last minute requests of marked patrol vehicles.
 - The Off-Duty Work: Request for Marked Patrol Vehicle form will need to be signed and submitted as soon as possible after verbal permission is granted.

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 13

- 13 I. (4) (c) At the end of each month, the coordinator will be required to submit a Monthly Billing for Off-Duty Use of City-Owned Vehicle/s Form 80-44D to FMB for each business that requested a marked patrol vehicle; the form will include:
- The total hours and mileage used by that business for the month.
 - The form should also reflect the coordinator's Marked Patrol Car Off-Duty Use Vehicle Log Form 80-54D.
 - The coordinator will attach a copy of the Vehicle Log form to the Monthly Billing form.
- (d) Officers/coordinators will be required to sign out a patrol vehicle in the precinct where the off-duty job is located by utilizing that precinct's/bureau's Marked Patrol Vehicle Off-Duty Log Form 80-49D.
- (e) Employees working an off-duty job with a marked patrol vehicle will:
- submit an [Off-Duty Vehicle Hours and Mileage Form 80-67D](#) to their coordinator within three (3) days of working their off-duty job.
- (5) Marked patrol vehicles may only be used, without reimbursement to the City, with written permission from the **patrol division chief**. Forms 80-67D (off-duty vehicle hours/mileage) and 80-44D (Monthly billing) are not needed for this use.
- (6) This section does not apply to the Airport Bureau whose patrol vehicles are owned and maintained by the Aviation Department.
- (7) Use of Other Departmental Equipment - Use of Departmental equipment for off-duty work, other than police radios, and standard uniform equipment, will require the approval of the affected assistant chief.
- (8) Officers **will not** use their assigned City vehicle (marked or unmarked) to drive to and from, or work at an off-duty, extra-duty, or special event job.

14. **EXTRA-DUTY OR SPECIAL EVENT JOBS**

A. Use of marked/unmarked City vehicles

- (1) Unmarked City vehicles **will not** be used while performing extra-duty or special event jobs with **no exceptions**.
- (2) Marked patrol vehicles **will not** be used while performing extra-duty jobs.

EXCEPTION: Officers assigned to a precinct specialty squad who have assigned vehicles.

- The vehicles can only be used by the assigned officer with written permission from the patrol division chief.
- (3) Precinct commanders cannot, at any time, give authorization for use of marked patrol vehicles for extra-duty or special event jobs.

B. Unmarked vehicles may be used for special event jobs under the following conditions:

- They are equipped with approved, Department installed emergency lights (front/rear)
- Approval from the employee's chain of command.

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 14

15. **OFF-DUTY WORK SITE INSPECTION PROGRAM**

- A. Off-duty work site inspections will be conducted by the precinct's lieutenants and Inspectors from the Organizational Integrity Bureau (OIB). However, any sworn supervisor may also conduct off-duty work site inspections as needed/required; these inspections may be either:
- (1) Spontaneous or On-View – An off-duty inspection initiated by a supervisor or OIB inspector.
 - Precinct Inspections Lieutenants or their designee are responsible for conducting two off-duty assessments (inspections) per month in their precincts.
 - (2) Assigned – When a supervisor or OIB inspector is assigned to inspect a specific off-duty work site.
 - (3) The OIB Off-Duty Inspection Form located on the PPD Info Center will be used by each person performing an off-duty work site inspection.
 - (4) When the forms are completed, they will be automatically sent to OIB. The supervisor of the employee assessed will be notified of the assessment by email. If there was non-compliance found, the employees' supervisor should document this in the employees' notes.
- B. Work Site Listings: - Work sites to be inspected may be chosen from any of the following sources:
- The off-duty files maintained by the Department's ODWD at 602-262-7323
 - Observing an officer working off-duty
 - Checking the Computer Aided Dispatch (CAD)
 - Hearing an officer clear over the radio with his off-duty work location and hours
 - Making random visits to locations known for utilizing off-duty officers

16. **SUSPENSION/REVOCATION OF OFF-DUTY WORK PRIVILEGES**

- A. General Information
- (1) The privilege of working off-duty may be suspended or revoked for any employee for just cause.
 - (2) Reasons for suspension or revocation include, but are not limited to:
 - Two or more instances of not logging in
 - Working without a supervisor's approval
 - Soliciting for off-duty jobs
 - Excessive use of sick leave
 - Inability to perform the essential functions of employee's full time job
 - Engaging in behavior or activity that reflects negatively on the Department
 - Using marked patrol vehicles without a formal request from the off-duty employer
 - Using City vehicles for off-duty, extra-duty, or special-event work without appropriate approval
 - (3) Employees under internal investigation may have their privileges to work off-duty suspended for just cause.
 - (4) The ODWD Commander/Administrator or designee will be notified of any suspended or revoked work privileges.

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 15

16. A. (5) The ODWD will notify the ODWD supervisor of any reports/allegations of misconduct or complaints received in conjunction with an employee's off-duty work. The ODWD supervisor will forward that complaint to PSB.

- The employee's immediate supervisor will be responsible for conducting any misconduct investigations.

B. Notification

- (1) The employee will be notified in writing by the employee's supervisor of the potential suspension/revocation.
- (2) The notification memorandum will contain the following:
 - The reason/s for the potential suspension or revocation of off-duty work privileges.
 - The duration of the potential suspension or revocation.
- (3) The employee will have the opportunity to present any information relevant to the causes for suspension/revocation prior to the final decision on the suspension/revocation.

C. Appeals

- (1) Appeals of proposed suspension/revocations of off-duty work privileges must be submitted in writing to the precinct/bureau commander/administrator within five working days of notification.
- (2) Upon receipt of the written appeal, the precinct/bureau commander/administrator will make a determination within five working days.

D. Reinstatement

- (1) Upon reinstatement of off-duty work privileges the affected officer will complete a new 80-9D form. The employee will select the reinstatement box and submit the form through the chain of command. The form will be electronically forwarded to the ODWD.
- (2) The ODWD will remove the suspension from the ODWD database. This will return the employee to the approved Off-Duty Authorized List.

17. **SUSPENSION/REVOCATION OF EXTRA-DUTY WORK PRIVILEGES**

- A. The privileges of working extra-duty and special event jobs may be suspended or revoked for any employee as defined in of this order.
- B. The ODWD Commander/Administrator or designee will be notified of any suspended or revoked work privileges.

D. Notification

- (1) If an employee is unable to work their scheduled shift, they will be required to make the following notifications:
 - (a) For extra-duty jobs, employees will call the off-duty office between 7 a.m. and 3 p.m. at 602-262-7323; on nights, weekends, and holidays, they will contact the Front Desk at 602-262-7626.
 - Employees are required to give at least 24-hour notice of their inability to work the job unless there is an emergency.

	OFF-DUTY WORK	Operations Order 4.8.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 16

17. D. (2) If notification procedures are not followed, a “no show” or “no call” may be subject to disciplinary action and suspension/revocation of extra-duty work privileges.
- (3) Notification of any missed assignments will be made by BlueTeam to the employee’s chain of command.
- (4) All missed assignments will be investigated by the affected employee’s chain of command.
- D. Appeals will be conducted in the same manner as indicated in section 16.C of this order.

Last Organizational Review: